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15 May 1952 25X1

REPORT FOR THE WEEK OF 12 - 16 MAY

To:

From:

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1. Action was initiated on Wednesday 7 May to secure air conditioning for the Reading Improvement Laboratory. [redacted] assisted [redacted] in the preparation of a memorandum which should now have reached Colonel Baird.

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SIGNATURE.

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It is of the utmost importance that air conditioning be installed in the Reading Improvement Laboratory if we are to be able to use the Laboratory during afternoon hours. At present, it is necessary to use the Laboratory until 3:30 p.m. daily for groups; and until 4:30 p.m. for individuals. It is expected that the demand for the use of the Laboratory facilities will increase rather than diminish.

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2. Conducted two lecture discussions on executive development in the administrative course, UTG/A.

3.

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4. Following up with [redacted] on planning for further training on report writing in OSI.

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5.

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6. Prepared letters of appreciation for those who produced the ten minute sound film, "The Reading Improvement Laboratory".

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7. The second, and final, of the after-hours voluntary Russian courses was completed on 12 May. This course has been conducted by [redacted] OSI, 2 hours/night, 2 nights/week, since 10 September 1951. Letters of appreciation to the instructors of these Russian after-hours courses are in preparation.

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THIS MEMO
WENT IN
OVER